



Minutes of the Village Council meeting held on 14th February 2022

Councillors (Cllrs) present:

Marcus Jones (Chair), Sakina Bradbury, Deano Cline,
 June Henty, Zach Jones, David Lee and John Moffatt.

Attending:

12 visitors (all part)

Meeting started at **8:00pm** and closed at **10:00pm**

In attendance:

Simon Bold (Clerk)

1.	APOLOGIES FOR ABSENCE None.	
2.	CODE OF MEMBERS' CONDUCT Cllr Lee advised that his employer had changed its name and that he would update his Notification of Interests form accordingly - the Clerk to provide Cllr Lee with a blank form for completion. No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.	DL SBo
3.	MINUTES RESOLVED: That the Chair sign the minutes of the meeting of 10 th January 2022 as a correct record. The Clerk to display copies of the minutes on the Council's notice boards and website.	SBo
4.	CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN (CCWNP) Cllrs discussed the current proposals relating to the CCWNP Implementation Group. Cllrs were, in principle, willing to support the establishment of a CCWNP Implementation Group but required more information before reaching a decision on whether to adopt the proposed TOR and formally appoint Village Cllrs to be members of it. The following courses of action were agreed: 1. To send representatives to an initial meeting of the Group to obtain further information and clarification with respect to the Group's proposed Terms of Reference (TOR). 2. Cllr Cline and Moffatt to attend the meeting (see 4.1) and to report back to fellow Cllrs at the next Council meeting.	DC JM
5.	COMMUNITY RESILIENCE 1. Cllr M Jones provided a report of both a recent meeting of north Tandridge based Parish Council Chairs and a meeting of volunteers from Whyteleaf – this had informed his work in drawing up a draft Emergency Response Plan for the Parish. He briefly outlined the contents of the draft Plan and added that following further discussions with the local Parish Chairs and Tandridge District Council (TDC) he would be in a position to present Whyteleaf's Plan to Cllrs for adoption. He agreed to take the opportunity, when meeting with TDC, to seek assurances that agency workers responsible for operating the sluice gates at the Woldingham Road site could do so safely. 2. The Clerk to organise an audit of snow clearance equipment.	MJ SBo

6.	<p>FINANCE</p> <p>1. Cllr Z Jones, in conjunction with the Clerk, had circulated a proposal to purchase financial management software for use by the Council. RESOLVED: To purchase an annual subscription to Scribe (Accounting Software) at a cost of £288 + VAT. The Clerk to procure and to enquire whether a further purchase by another Council (with the same Clerk/user) would generate a discount.</p> <p>2. Cllrs agreed that the Clerk should make an enquiry to Unity Bank about opening an on-line bank account. Cllr Z Jones and the Clerk to provide a proposal for consideration by Cllrs at a future meeting.</p>	SBo ZJ SBo
7.	<p>EVENTS (PUBLIC) AND MEETINGS OF OUTSIDE BODIES.</p> <p>1. Cllrs discussed and agreed that the Annual Parish Assembly scheduled for 24th March 2022 should be devoted to local groups to enable them to meet and present their activities to each other and the general public. Cllrs Cline and Moffatt agreed to invite a number of groups to participate in the Assembly and the Clerk to contact the local First Responders to seek a demonstration of emergency defibrillators. Other Cllrs to provide details to the Clerk of any additional groups they feel should be invited. Cllr M Jones agreed to create a poster to publicise the event in early March.</p> <p>2. Cllrs Bradbury and Cline advised that a number of local organisations were in discussions about celebrating the Queens’s Platinum Jubilee. They would provide an update at the next Council meeting. Cllrs discussed a commemorative tree and plaque (refer to item 8.2. below).</p> <p>3. Cllr Z Jones reported that he had been unable to attend the most recent event organised by the Coulsdon Commons Consultative Committee but confirmed that he was available for the next. Cllr Cline confirmed that he had been in touch with the East Surrey Transport Committee (Chairman) and provided a brief report on local train and bus services. Cllr Cline to attend the National Association of Local Councils’ webinar on ‘Levelling Up’ (expenditure agreed at the last meeting).</p>	DC JM SBo ALL MJ SBr DC ZJ DC
8.	<p>ENVIRONMENTAL ENHANCEMENTS & APPEARANCE</p> <p>1. The Clerk highlighted the fact that there were a number of potential projects, relating to Whyteleafe Recreation Ground, that were concurrently being discussed by individuals from a variety of organisations. The Clerk to arrange, with the help of TDC, a site meeting so that all stakeholders can discuss and coordinate priorities for the Park – Cllrs Bradbury, Z Jones and Lee to attend along with the Clerk.</p> <p>2. Cllr M Jones proposed that the Council purchase a commemorative plaque, to be installed along with a newly planted tree, for the Queen’s Platinum Jubilee. Cllrs approved expenditure of £120 (from the Council’s environmental enhancements budget) for the Clerk to purchase of a Royal British Legion commemorative plaque. Expenditure with respect to a suitable tree and its final location to be agreed at the next meeting.</p> <p>3. Cllrs agreed to purchase fixings for the seven lidded replacement bins for Manor Park and Whyteleafe Recreation Ground (see also item 12 below) on the basis that TDC had agreed to cover the cost of delivery of the bins to site and their installation.</p>	SBo SBr ZJ DL SBo
9.	<p>PLANNING</p> <p>1. Cllr Moffatt provided a report of the Planning Committee meeting of 24th January 2022. In addition, he advised that TDC had, so far, not reached a decision in respect of the planning application by Aldi in Caterham Valley (2021/1800) and that the site clearance at the old Gas Holder site, at the northern end of Whyteleafe, had commenced (2021/1191/N).</p>	

	2. Cllrs Cline, Jones and Moffatt confirmed their availability for the Planning Committee meeting scheduled for 28 th February 2022 to be held at St Luke's Church, Whyteleafe Hill.	DC ZJ JM
10.	TRANSPORT AND HIGHWAYS The Clerk had circulated details of the Tandridge Parking Review 2021/22 consultation to all Cllrs during January. No Cllr had raised any specific point of interest or concern. It was acknowledged that the formal consultation period was now over. The Clerk reported that, after speaking with Surrey County Council Highways, the replacement Vehicle Activated Sign for Whyteleafe Hill (to be funded by the Village Council) was expected to be installed within the coming week. Cllrs to monitor the situation and let the Clerk know when the sign is put in place.	ALL
11.	PUBLICITY AND COMMUNICATIONS 1. The Clerk provided a brief summary of correspondence received since the last meeting. No follow-up actions were considered necessary. 2. Cllr M Jones to write the Council's next CR3 magazine articles on the subjects of Whyteleafe AFC (for publication in April) and then preparations for the Queens Platinum Jubilee (publication in May).	MJ
12.	PAYMENTS AND EXPENDITURE Cllrs acknowledged receipt of the list of payments which had been circulated prior to the meeting (see Appendix 1: Schedule of Payments). RESOLVED: To authorise all payments - the Clerk to dispense these payments. Cllrs approved expenditure of £150 for weights to be included in the purchase of lidded replacement litter bins for Whyteleafe Recreation Ground and Master Park (to be funded from the Council's Recreational Spaces earmarked reserve). Cllrs also approved funding of a maximum of £120 to enable the Clerk to register for the Finance Introduction to Local Council Administration (FiLCA) training course. The Clerk to procure the items above.	SBo SBo
13.	NEXT MEETING(S) The next scheduled meeting to take place on Monday 14 th March 2022 at St Luke's Church, Whyteleafe Hill, Whyteleafe.	ALL
	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
107*	HM Revenue & Customs	618.24	PAYE (Tax & NI) for Q.3. of 2021/22	Staff costs
108	EML Installations Ltd	7,440.00	Festive street light motifs 2021/22 (£6,200 ex-VAT) – replacing stopped cheque 104.	Winter decorations
109*	Simon Bold	**	Clerk's salary for January 2022	Staff costs
110*	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for January 2022.	Staff costs
111	-SPOILED-	00.00	-SPOILED-	N/A
112*	PCC of St Luke Whyteleafe	30.00	Meetings from 25 th October to 20 th December 2021	Hall hire
113	A Siddall	105.00	Community Garden maintenance and removal of Christmas Tree	Groundworks
114	Simon Bold	83.25	Reimbursement of costs incurred by the Clerk in January 2022	Office & Training
	TOTAL	£9,555.40		

**paid in accordance with the Council's Scheme of Delegation.*

*** payments relating to salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4.*

Note: Payments made and recorded in the 10 January 2022 minutes under cheque nos 345-356 were subsequently made using cheques, from a new chequebook, nos 095 – 106 following the withdrawal of the previous chequebook by Santander due to a duplication error on their part.